

CITY OF WICHITA 1991/92 ADOPTED BUDGET

FUND: 110 - GENERAL  
DEPARTMENT: 03 - FINANCE

COMBINED DETAIL SUMMARY

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries	1,332,973	1,706,000	1,719,890	1,770,600	1,822,970
120 Special Salaries	139,256		100	100	100
130 Overtime	26,778				
140 Employee Benefits	385,286	439,530	480,300	469,010	482,570
SUBTOTAL PERSONAL SERVICES	1,884,293	2,145,530	2,200,290	2,239,710	2,305,640
210 Utilities					
220 Communications	66,233	57,700	64,270	69,180	69,180
230 Transportation and Training	9,366	1,470	3,110	3,980	3,980
240 Insurance	658	610		120	610
250 Professional Fees	36,273	52,780	53,700	52,380	52,380
260 Data Processing	276,549	228,700	258,410	266,850	266,850
270 Equipment Contractuals	4,726	4,240	4,220	5,190	5,190
280 Building and Grounds Contractuals					
290 Other Contractuals	75,990	26,510	36,080	33,210	33,210
SUBTOTAL CONTRACTUAL SERVICES	469,795	372,010	419,790	430,910	431,400
310 Office Supplies	83,573	69,200	84,850	91,570	91,570
320 Clothing and Towels	61	60	60	60	60
330 Chemicals		60			
340 Equipment Parts	1,668	2,210	1,670	1,670	1,670
350 Materials					
360 Equipment Supplies	488	100			
370 Building Parts					
380 Non-Capitalizable Equipment	1,134		1,620	530	530
390 Other Commodities	439		1,360	3,000	3,000
SUBTOTAL COMMODITIES	87,363	71,630	89,560	96,830	96,830
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment	700			1,280	280
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY	700			1,280	280
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses				10,000	10,000
540 Other					
SUBTOTAL OTHER				10,000	10,000
TOTAL	2,442,151	2,589,170	2,709,640	2,778,730	2,844,150

## FINANCE DEPARTMENT SUMMARY

The Finance Department budget provides for the purchasing, accounting and coordinating of the City's financial resources, as well as providing supplies for all departments. The Department is organized into two divisions: [1] Financial Management Division which includes Financial Planning and Research (Budget), Central Accounting, Revenue Management (Treasury), and Special Assessments; and [2] Management Services Division which includes Procurement, Risk Management and Records and Benefits. The Director's Office includes the Investment Management function.

### Budget Highlights

The revised 1990 budget shows an increase of \$120,470 over the 1990 adopted budget. The 1991 adopted and 1992 approved budgets reflect an increase of \$171,580 and \$236,320 respectively, above the 1990 budget.

- ° Personnel salary and benefit costs represent 81.2% of the total Department budget. This includes the transfer of two positions from the former Economic Development Department to Central Accounting.
- ° Intradepartmental position changes have been implemented with a Financial Analyst position being transferred from the Director's Office to Financial Planning/Research and an Analyst position in Records being transferred to Purchasing.
- ° The Department of Finance will be consolidating all divisions on one floor in 1990 with planned efficiencies. Customer service enhancements are under evaluation with possible expansion of services provided by the City Express Office on the first floor. Funding for the move is available in the CIP.
- ° In 1990, the Special Assessment office began required registration of all prepaid special assessments with the Register of Deeds, resulting in charges of \$4,500 (1990 and prior) with ongoing estimated costs of approximately \$2,000/year. An additional position has been added to meet workload demands with costs offset by the administrative fees.
- ° Capital outlay expenditures in 1991 and 1992 include office furniture and calculator replacements.

### Budget Summary

	<u>1990 Adopted</u>	<u>1990 Revised</u>	<u>1991 Adopted</u>	<u>1992 Approved</u>
Personal Services	\$2,145,530	\$2,200,290	\$2,239,710	\$2,305,640
Contractual Services	372,010	419,790	430,910	431,400
Commodities	71,630	89,560	96,830	96,830
Capital Outlay	0	0	1,280	280
Other	0	0	10,000	10,000
<b>Total</b>	<b><u>\$2,589,170</u></b>	<b><u>\$2,709,640</u></b>	<b><u>\$2,778,730</u></b>	<b><u>\$2,844,150</u></b>

CITY OF WICHITA 1991 / 92 ADOPTED BUDGET

FUND: 110 - GENERAL  
DEPARTMENT: 03 - FINANCE  
DIVISION: 01 - DIRECTOR'S OFFICE  
SECTION: 01 - ADMINISTRATION

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries			176,130	177,000	177,890
120 Special Salaries					
130 Overtime					
140 Employee Benefits			44,450	42,820	43,290
SUBTOTAL PERSONAL SERVICES			220,580	219,820	221,180
210 Utilities					
220 Communications			2,250	3,040	3,040
230 Transportation and Training			740	1,610	1,610
240 Insurance					
250 Professional Fees					
260 Data Processing			8,950	15,350	15,350
270 Equipment Contractuals			200	1,130	1,130
280 Building and Grounds Contractuals					
290 Other Contractuals			900	850	850
SUBTOTAL CONTRACTUAL SERVICES			13,040	21,980	21,980
310 Office Supplies			3,760	4,050	4,050
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities					
SUBTOTAL COMMODITIES			3,760	4,050	4,050
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment				1,000	
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY				1,000	
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses				10,000	10,000
540 Other					
SUBTOTAL OTHER				10,000	10,000
TOTAL			237,380	256,850	257,210

**CITY OF WICHITA 1991 / 92 ADOPTED BUDGET**

FUND: 110 - GENERAL  
DEPARTMENT: 03 - FINANCE  
DIVISION: 01 - DIRECTOR'S OFFICE  
SECTION: 01 - ADMINISTRATION

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and render advice and services as requested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, billing, revenue collection and purchasing activities for the City, as well as the responsibilities of City Clerk. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, investment policies, retirement systems, records management, special assessment and risk management systems.

POSITION TITLE	POSITIONS				EMPLOYMENT			
	1990 ADOPTED	1990 RVSD	1991 ADOPTED	1991 RANGE	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
Director of Fin./City Clerk	1	1	1	E-4	54,600	59,900	59,900	59,900
Assistant Director	1	1	1	E-8	48,940	42,260	42,260	42,260
Management Services Director	1	1	1	E-9	48,540	49,750	49,750	49,750
Financial Analyst II	1	0	0	626	28,970	0	0	0
Administrative Secretary	1	1	1	620	23,380	23,380	24,200	25,050
Subtotal	5	4	4		204,430	175,290	176,110	176,960
ADD:								
Longevity					860	840	890	930
Subtotal					205,290	176,130	177,000	177,890
LESS Charges								
Purchasing					(27,500)	0	0	0
Records					(10,810)	0	0	0
Benefits					(10,810)	0	0	0
Investments					(30,720)	0	0	0
General Accounting					(42,070)	0	0	0
Revenue Management					(21,040)	0	0	0
Financial Planning & Research					(52,550)	0	0	0
Special Assessments					(9,790)	0	0	0
TOTAL					0	176,130	177,000	177,890

CITY OF WICHITA 1991 / 92 ADOPTED BUDGET

FUND: 110 - GENERAL  
DEPARTMENT: 03 - FINANCE  
DIVISION: 01 - DIRECTOR'S OFFICE  
SECTION: 02 - INVESTMENT MANAGEMENT

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries	40,484	60,470	40,960	42,040	43,170
120 Special Salaries	2,101				
130 Overtime	427				
140 Employee Benefits	10,995	15,580	10,890	10,270	10,570
SUBTOTAL PERSONAL SERVICES	54,007	76,050	51,850	52,310	53,740
210 Utilities					
220 Communications	1,929	1,260	1,180	1,180	1,180
230 Transportation and Training	833		1,380	1,380	1,380
240 Insurance					
250 Professional Fees					
260 Data Processing	8,610	4,530	4,480	4,480	4,480
270 Equipment Contractuals	176				
280 Building and Grounds Contractuals					
290 Other Contractuals	878	220	1,240	1,240	1,240
SUBTOTAL CONTRACTUAL SERVICES	12,426	6,010	8,280	8,280	8,280
310 Office Supplies	859	910	910	910	910
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts		40			
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities	36				
SUBTOTAL COMMODITIES	895	950	910	910	910
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	67,328	83,010	61,040	61,500	62,930

CITY OF WICHITA 1991 / 92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 01 - DIRECTOR'S OFFICE  
 SECTION: 02 - INVESTMENT MANAGEMENT

The investment section is responsible for projecting cash balances, maintaining cash position and administering investments of all funds including the pooled funds. This section is also responsible for the financial analysis of pension investments and the administrative coordination of bond and note sales, as well as debt management.

POSITION TITLE	POSITIONS			1991 EMPLOYMENT RANGE	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
	1990 ADOPTED	1990 RVSD	1991 ADOPTED					
Financial Analyst II	1	1	1	626	29,420	30,300	31,360	32,460
Subtotal	1	1	1		29,420	30,300	31,360	32,460
ADD Longevity					330	300	320	350
Charges - Finance Administration					30,720	0	0	0
Charges - General Accounting, (25% Eco. & Indus. Dev. Officer)					0	10,360	10,360	10,360
TOTAL					60,470	40,960	42,040	43,170

CITY OF WICHITA 1991 / 92 ADOPTED BUDGET

FUND: 110 - GENERAL  
DEPARTMENT: 03 - FINANCE  
DIVISION: 02 - FINANCIAL MANAGEMENT  
SECTION: 01 - FINANCIAL PLANNING AND RESEARCH

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries	147,392	246,680	205,930	222,540	229,040
120 Special Salaries	12,909				
130 Overtime	7,487				
140 Employee Benefits	41,212	65,090	56,100	57,320	59,010
SUBTOTAL PERSONAL SERVICES	209,000	311,770	262,030	279,860	288,050
210 Utilities					
220 Communications	5,461	3,840	3,340	3,340	3,340
230 Transportation and Training	4,596	500			
240 Insurance					
250 Professional Fees	405		3,400		
260 Data Processing	37,549	40,190	31,980	31,980	31,980
270 Equipment Contractuals	39	320	100	100	100
280 Building and Grounds Contractuals					
290 Other Contractuals	1,647	660	620	620	620
SUBTOTAL CONTRACTUAL SERVICES	49,697	45,510	39,440	36,040	36,040
310 Office Supplies	19,170	11,650	21,380	23,380	23,380
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts	26	100			
350 Materials					
360 Equipment Supplies		50			
370 Building Parts					
380 Non-Capitalizable Equipment	232		590		
390 Other Commodities	36		1,360	3,000	3,000
SUBTOTAL COMMODITIES	19,464	11,800	23,330	26,380	26,380
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	278,161	369,080	324,800	342,280	350,470

CITY OF WICHITA 1991/92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 02 - FINANCIAL MANAGEMENT  
 ACTIVITY: 01 - FINANCIAL PLANNING AND RESEARCH

The Financial Planning and Research section supervises the development and administration of the annual budget. This section also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this section is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget adjustments and financial studies for conformance to City policies.

POSITION TITLE	POSITIONS			1991 EMPLOYMENT RANGE	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
	1990 ADOPTED	1990 RVSD	1991 ADOPTED					
Financial Planning and Research Officer	1	1	1	E-11	41,640	39,920	39,920	39,920
Financial Analyst III	2	2	2	629	72,440	72,440	74,980	77,600
Financial Analyst II	2	3	3	626	59,410	73,200	86,510	89,540
Secretary II	1	1	1	618/19	19,590	19,590	20,280	20,990
Subtotal	6	7	7		193,080	205,150	221,690	228,050
ADD Longevity					1,050	780	850	990
Charges - Finance Administration					52,550	0	0	0
TOTAL					246,680	205,930	222,540	229,040



CITY OF WICHITA 1991 / 92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 02 - FINANCIAL MANAGEMENT  
 SECTION: 02 - CENTRAL ACCOUNTING  
 ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries	366,871	488,440	471,430	499,000	514,230
120 Special Salaries	39,303				
130 Overtime	9,749				
140 Employee Benefits	108,233	126,510	132,620	130,850	134,770
SUBTOTAL PERSONAL SERVICES	524,156	614,950	604,050	629,850	649,000
210 Utilities					
220 Communications	13,023	7,660	11,390	11,390	11,390
230 Transportation and Training	2,273	500			
240 Insurance					
250 Professional Fees	23,694	44,400	41,500	43,580	43,580
260 Data Processing	72,101	61,110	87,610	88,840	88,840
270 Equipment Contractuals	187				
280 Building and Grounds Contractuals					
290 Other Contractuals	50,505	7,380	7,930	7,930	7,930
SUBTOTAL CONTRACTUAL SERVICES	161,783	121,050	148,430	151,740	151,740
310 Office Supplies	24,327	16,670	17,690	21,490	21,490
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts	80	630	400	400	400
350 Materials					
360 Equipment Supplies		50			
370 Building Parts					
380 Non-Capitalizable Equipment	150		280	280	280
390 Other Commodities	315				
SUBTOTAL COMMODITIES	24,872	17,350	18,370	22,170	22,170
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	710,811	753,350	770,850	803,760	822,910

CITY OF WICHITA 1991/92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 02 - FINANCIAL MANAGEMENT  
 SECTION: 02 - CENTRAL ACCOUNTING  
 ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against, waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

POSITION TITLE	POSITIONS			1991 EMPLOYMENT RANGE	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
	1990 ADOPTED	1990 RVSD	1991 ADOPTED					
Controller	1	1	1	E-11	41,640	40,070	40,070	40,070
Econ and Indus. Dev. Officer	0	1	1	E-11	0	41,460	41,460	41,460
Financial Analyst III	4	4	4	629	144,890	130,340	143,780	148,810
Industrial Analyst	0	1	1	628	0	34,450	35,660	36,910
Financial Analyst II	2	2	2	626	62,350	55,210	57,860	59,890
Financial Analyst I	1	1	1	623	26,940	26,940	27,880	28,860
Account Clerk III	3	2	2	621	73,490	49,000	50,720	52,500
Account Clerk II	2	2	2	619	44,660	40,850	46,200	47,820
Secretary	1	1	1	618/19	22,320	22,320	23,100	23,910
Account Clerk I	1	1	1	617	20,390	17,690	18,310	18,950
Clerk II	1	1	1	615	17,880	17,890	18,520	19,170
Subtotal	16	17	17		454,560	476,220	503,560	518,350
ADD Longevity					7,400	5,570	5,800	6,240
Charges - Finance Administration					42,070	0	0	0
LESS 25% Economic & Industrial Development Officer					0	(10,360)	(10,360)	(10,360)
1/2 Financial Analyst II (charged to workers' compensation)					(15,590)	0	0	0
TOTAL					488,440	471,430	499,000	514,230

CITY OF WICHITA 1991/92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 02 - FINANCIAL MANAGEMENT  
 SECTION: 03 - REVENUE MANAGEMENT

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries	282,616	351,370	318,690	332,990	345,030
120 Special Salaries	29,911		100	100	100
130 Overtime	3,822				
140 Employee Benefits	83,743	90,060	93,290	93,760	96,770
SUBTOTAL PERSONAL SERVICES	400,092	441,430	412,080	426,850	441,900
210 Utilities					
220 Communications	22,974	21,570	23,220	24,940	24,940
230 Transportation and Training	63	470			
240 Insurance	658	610		120	610
250 Professional Fees	803				
260 Data Processing	68,580	42,290	31,380	31,580	31,580
270 Equipment Contractuals	2,881	2,640	2,640	2,640	2,640
280 Building and Grounds Contractuals					
290 Other Contractuals	14,984	8,400	10,570	10,570	10,570
SUBTOTAL CONTRACTUAL SERVICES	110,943	75,980	67,810	69,850	70,340
310 Office Supplies	17,493	14,400	15,390	15,890	15,890
320 Clothing and Towels	61	60	60	60	60
330 Chemicals					
340 Equipment Parts	502	370	200	200	200
350 Materials					
360 Equipment Supplies	488				
370 Building Parts					
380 Non-Capitalizable Equipment	244		250	250	250
390 Other Commodities					
SUBTOTAL COMMODITIES	18,788	14,830	15,900	16,400	16,400
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	529,823	532,240	495,790	513,100	528,640

CITY OF WICHITA 1991/92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 02 - FINANCIAL MANAGEMENT  
 ACTIVITY: 03 - REVENUE MANAGEMENT

The Revenue Management section is responsible for the collection and distribution of the City's revenue. This section is responsible for supervising all cash disbursements, maintaining a cash position, and developing collection procedures and systems. The Revenue Management section administers these functions through five activities: Cash reporting - receipting of all daily cash reports, preparation of bank deposits, check reconciliations, maintenance of bond debt records, processing bond and coupon payments to fiscal agents and distribution of payroll and vendor ordinance checks; Accounts Receivable - billing and monitoring of accounts for goods and services rendered by the City; Water Collection - processing of more than 600,000 bills annually and monitoring the numerous substations for water bill collection; License - processing, issuance, and enforcement of approximately 80 City regulatory license categories; and Parking Meter - collection of coins from approximately 2,400 meters within the City.

Other functions of Revenue Management include compilation of two bond prospectus and the daily management of the City's two cemeteries.

POSITION TITLE	POSITIONS			1991 EMPLOYMENT RANGE	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
	1990 ADOPTED	1990 RVSD	1991 ADOPTED					
Financial Analyst III	1	1	1	629	36,220	36,210	37,480	38,790
Administrative Aide III	1	1	1	625	29,680	29,680	30,720	31,800
Financial Analyst I	1	1	1	623	26,940	26,940	27,880	28,860
Account Clerk II	2	2	2	619	44,650	42,950	44,450	46,010
Cashier II	1	1	1	619	22,320	21,790	22,550	23,340
Account Clerk I	3	3	3	617	61,180	60,690	62,810	65,010
Parking Meter Coin Collector	2	2	2	617	40,790	39,030	42,200	43,680
Teller	3	3	3	615	56,020	48,940	51,520	53,320
Teller (PT-50%)	1	1	1	615	9,340	9,010	9,670	10,010
Subtotal	15	15	15		327,140	315,240	329,280	340,820
ADD: Longevity					3,190	3,450	3,710	4,210
Charges - Finance Administration					21,040	0	0	0
TOTAL					351,370	318,690	332,990	345,030

CITY OF WICHITA 1991 / 92 ADOPTED BUDGET

FUND: 110 - GENERAL  
DEPARTMENT: 03 - FINANCE  
DIVISION: 02 - FINANCIAL MANAGEMENT  
SECTION: 04 - SPECIAL ASSESSMENTS

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries	93,940	128,540	130,520	137,980	143,110
120 Special Salaries	7,927				
130 Overtime	468				
140 Employee Benefits	35,420	32,370	38,320	38,480	39,750
SUBTOTAL PERSONAL SERVICES	137,755	160,910	168,840	176,460	182,860
210 Utilities					
220 Communications	3,606	3,370	3,650	3,670	3,670
230 Transportation and Training	63				
240 Insurance					
250 Professional Fees	44				
260 Data Processing	25,160	24,480	21,350	21,350	21,350
270 Equipment Contractuals	253		100	100	100
280 Building and Grounds Contractuals					
290 Other Contractuals	75		4,500	1,680	1,680
SUBTOTAL CONTRACTUAL SERVICES	29,201	27,850	29,600	26,800	26,800
310 Office Supplies	3,715	6,300	4,860	4,860	4,860
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts	114	720	720	720	720
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalisable Equipment	508		500		
390 Other Commodities	52				
SUBTOTAL COMMODITIES	4,389	7,020	6,080	5,580	5,580
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	171,345	195,780	204,520	208,840	215,240

CITY OF WICHITA 1991/92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 02 - FINANCIAL MANAGEMENT  
 SECTION: 04 - SPECIAL ASSESSMENTS

The Special Assessments section is responsible for maintaining files on all public improvement projects to be in General Obligation bond sales; scheduling and coordinating bond sales and appraisers' hearings; ownership list preparation on project benefit districts, calculation of assessments to each benefit district, preparation of ordinance levying assessments, and transcript assembly on projects in each bond sale; maintaining special assessment tax records on each parcel of land having City of Wichita specials, Airport and Water Department specials, delayed and deferred specials, and City owned property; processing 30-day cash payments, miscellaneous payments, pre-paid specials, and bond and interest payments; spreading specials to the tax roll; certifying specials to the County; and, reapportioning specials to all parcels which have been split, replatted or newly platted.

POSITION TITLE	POSITIONS				1991 EMPLOYMENT			
	1990 ADOPTED	1990 RVSD	1991 ADOPTED	RANGE	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
Financial Analyst III	1	1	1	629	33,450	33,140	35,330	36,570
Administrative Aide I	1	1	1	620	23,380	23,380	24,200	25,050
Account Clerk II	1	1	1	619	21,520	21,790	23,100	23,910
Data Control Clerk	2	2	2	617	39,660	38,200	40,100	41,500
Clerk I	0	1	1		0	13,350	14,520	15,030
Subtotal	5	6	6		118,010	129,860	137,250	142,060
ADD Longevity					740	660	730	1,050
Charges - Finance Administration					9,790	0	0	0
TOTAL					128,540	130,520	137,980	143,110

CITY OF WICHITA 1991 / 92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 03 - MANAGEMENT SERVICES  
 SECTION: 01 - PURCHASING

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries	234,573	242,420	239,600	218,270	226,160
120 Special Salaries	28,216				
130 Overtime	4,414				
140 Employee Benefits	67,806	62,650	66,780	58,230	60,190
SUBTOTAL PERSONAL SERVICES	335,009	305,070	306,380	276,500	286,350
210 Utilities					
220 Communications	12,125	13,020	12,730	14,530	14,530
230 Transportation and Training	999				
240 Insurance					
250 Professional Fees					
260 Data Processing	49,429	39,980	56,130	56,330	56,330
270 Equipment Contractuals	293	200	400	400	400
280 Building and Grounds Contractuals					
290 Other Contractuals	332	600	600	600	600
SUBTOTAL CONTRACTUAL SERVICES	63,178	53,800	69,860	71,860	71,860
310 Office Supplies	9,127	7,940	11,000	11,000	11,800
320 Clothing and Towels					
330 Chemicals		60			
340 Equipment Parts	196	350	350	350	350
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities					
SUBTOTAL COMMODITIES	9,323	8,350	11,350	11,350	11,350
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment	700			280	280
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY	700			280	280
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	408,210	367,220	387,590	359,990	369,840

CITY OF WICHITA 1991/92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 03 - MANAGEMENT SERVICES  
 SECTION: 01 - PURCHASING

This section serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property.

POSITION TITLE	POSITIONS				1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
	1990 ADOPTED	1990 RVSD	1991 ADOPTED	1991 EMPLOYMENT RANGE				
Financial Analyst III	1	1	1	629	34,160	34,680	37,490	38,800
Senior Buyer	1	1	1	627	32,760	31,180	32,270	33,400
Buyer	2	2	2	626	62,350	56,310	59,390	61,470
Financial Analyst II	1	1	0	626	31,180	31,180	0	0
Secretary	2	2	2	618/619	42,500	43,280	44,990	46,560
Account Clerk I	1	1	1	617	20,390	20,380	21,090	21,830
Data Control Clerk	1	1	1	617	20,390	20,380	21,090	21,830
Subtotal	9	9	8		243,730	237,390	216,320	223,890
ADD Longevity					2,370	2,210	1,950	2,270
Charges - Finance Administration					27,500	0	0	0
TOTAL					273,600	239,600	218,270	226,160



CITY OF WICHITA 1991 / 92 ADOPTED BUDGET

FUND: 110 - GENERAL  
DEPARTMENT: 03 - FINANCE  
DIVISION: 03 - MANAGEMENT SERVICES  
SECTION: 02 - RECORDS AND BENEFITS  
ACTIVITY: 01 - RECORDS

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries	80,391	89,070	46,200	48,470	50,200
120 Special Salaries	10,681				
130 Overtime	210				
140 Employee Benefits	13,295	21,780	13,350	13,330	13,760
SUBTOTAL PERSONAL SERVICES	104,577	110,850	59,550	61,800	63,960
210 Utilities					
220 Communications	3,353	2,410	1,870	2,020	2,020
230 Transportation and Training	539		990	990	990
240 Insurance					
250 Professional Fees	11,327	8,380	8,800	8,800	8,800
260 Data Processing	4,500	4,500	4,480	4,480	4,480
270 Equipment Contractuals	698	1,080	780	820	820
280 Building and Grounds Contractuals					
290 Other Contractuals	7,545	8,750	9,220	9,220	9,220
SUBTOTAL CONTRACTUAL SERVICES	27,962	25,120	26,140	26,330	26,330
310 Office Supplies	6,052	6,080	6,080	6,210	6,210
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts	750				
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities					
SUBTOTAL COMMODITIES	6,802	6,080	6,080	6,210	6,210
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	139,341	142,050	91,770	94,340	96,500

CITY OF WICHITA 1991/92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 03 - MANAGEMENT SERVICES  
 SECTION: 02 - RECORDS AND BENEFITS  
 ACTIVITY: 01 - RECORDS

The Records section is responsible for acting as ex-officio clerk of the Board of City Council members, the Board of Bids and Contracts and Staff Screening and Selection Committee, and preparing minutes of all meetings and performing such other duties as may be directed by the Director of Finance.

POSITION TITLE	POSITIONS			1991 EMPLOYMENT		1990		1991	
	1990 ADOPTED	1990 RVSD	1991 ADOPTED	RANGE	ADOPTED	REVISED	ADOPTED	APPROVED	
Administrative Aide II	0	0	1	623	0	0	24,900	25,770	
Administrative Aide I	1	1	0	620	23,030	23,460	0	0	
Secretary	1	1	1	618/19	23,210	22,320	23,100	23,910	
Subtotal	2	2	2		46,240	45,780	48,000	49,680	
ADD Longevity					840	420	470	520	
Charges - Finance Administration					10,810	0	0	0	
TOTAL					57,890	46,200	48,470	50,200	

CITY OF WICHITA 1991 / 92 ADOPTED BUDGET

FUND: 110 - GENERAL  
DEPARTMENT: 03 - FINANCE  
DIVISION: 03 - MANAGEMENT SERVICES  
SECTION: 02 - RECORDS AND BENEFITS  
ACTIVITY: 02 - BENEFITS

	1989 ACTUAL	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
110 Regular Salaries	86,706	99,010	90,430	92,310	94,140
120 Special Salaries	8,208				
130 Overtime	201				
140 Employee Benefits	24,582	25,490	24,500	23,950	24,460
SUBTOTAL PERSONAL SERVICES	119,697	124,500	114,930	116,260	118,600
210 Utilities					
220 Communications	3,762	4,570	4,640	5,070	5,070
230 Transportation and Training					
240 Insurance					
250 Professional Fees					
260 Data Processing	10,620	11,620	12,050	12,460	12,460
270 Equipment Contractuals	199				
280 Building and Grounds Contractuals					
290 Other Contractuals	24	500	500	500	500
SUBTOTAL CONTRACTUAL SERVICES	14,605	16,690	17,190	18,030	18,030
310 Office Supplies	2,830	5,250	3,780	3,780	3,780
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities					
SUBTOTAL COMMODITIES	2,830	5,250	3,780	3,780	3,780
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	137,132	146,440	135,900	138,070	140,410

CITY OF WICHITA 1991/92 ADOPTED BUDGET

FUND: 110 - GENERAL  
 DEPARTMENT: 03 - FINANCE  
 DIVISION: 03 - MANAGEMENT SERVICES  
 SECTION: 02 - RECORDS AND BENEFITS  
 ACTIVITY: 02 - BENEFITS

This activity is responsible for the overall coordination and direction of the City retirement system, insurance program, and Deferred Compensation Plan of City employees. The activity acts as the administrative arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Retirement and Insurance Manager also serves as a voting member of the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibility of this division are: 1) Employees' Group Life insurance plan; 2) Employees' Group Health insurance plan.

POSITION TITLE	POSITIONS			1991 EMPLOYMENT RANGE	1990 ADOPTED	1990 REVISED	1991 ADOPTED	1992 APPROVED
	1990 ADOPTED	1990 RVSD	1991 ADOPTED					
Retirement and Ins. Manager	1	1	1	E-11	40,980	40,980	40,980	40,980
Administrative Aide II	1	1	1	623	24,060	26,220	27,140	28,090
Secretary	1	1	1	618/19	22,320	22,320	23,100	23,910
Subtotal	3	3	3		87,360	89,520	91,220	92,980
ADD Longevity					840	910	1,090	1,160
Charges - Finance Administration					10,810	0	0	0
TOTAL					99,010	90,430	92,310	94,140

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